



NEIRSEF Notes

Northeast Indiana Regional Science and Engineering Fair • November 2004

A Message from the Director

Fall in Indiana brings to schools ISTEP tests, the first parent-teacher conferences, football games, and, for many of you, the first preparations for the road to the Northeast Indiana Regional Science and Engineering Fair. Each of you play a vital role in ensuring that students develop projects which follow the International Science and Engineering Fair guidelines and meet all the proper procedural deadlines. As the new Fair Director, I will make every effort to work with the excellent IPFW Fair Committee in providing you with an event that runs smoothly and offers a positive educational experience for your students and their parents.

As most of you know, Dr. Vartanian stepped down this past summer as Fair Director. Last year, Dr. Vartanian not only worked diligently to find a new director, but she also wanted to ensure that the Fair had a focused staff member whose priority is to provide Fair participants with ongoing support and communication. To achieve this, she secured approval to hire a Program Assistant who will be a liaison between educators and the Scientific Review Committee. Kim Wagner assumed this position in March and is available to answer questions regarding forms, eligibility and the project review process. You may also contact me at any time with questions or concerns about the Fair.

As you begin to prepare your students for the fair, the process requires attention to multiple details like reading the Fair website, the ISEF Guide and filling out the correct forms. The extra time and work you give demonstrates your commitment to helping students understand the need in today's world for the very best quality research in vital subjects: science, technology, and engineering. In the enclosed newsletter, you will find information that will keep you and your students "on target" for meeting deadlines and submitting forms.

An important first step is for each of you to affiliate with the Fair as soon as possible by going to the Fair website and completing the Fair Affiliation Form. This will ensure that you receive other helpful information as it places you in our mailing database. It is also important to remember that this is NOT a registration for the Regional Fair, but is primarily a means to alert us that you may have students participating in March. At that time, all Fair project submissions are connected with an affiliated teacher. Students will not be able to submit Fair projects to the NEIRSEF without the educator being affiliated.

Although it is only the beginning of the process, I would like to thank you in advance for all your efforts. For the past six years, I have had the privilege of meeting and speaking to many science teachers in Northeast Indiana schools. I am continually impressed with their energy, innovative educational ideas, and tireless work. I wish you and your students good luck and look forward to seeing you in March as we celebrate the 50th Anniversary of the Northeast Indiana Regional Science and Engineering Fair!

Sincerely,
Carol Dostal, NEIRSEF Director

A Note from the Educator Liaison

Dear Educators,

Welcome back to another school year! You may not realize it but the Science and Engineering Fair will be here before you know it! I am looking forward to meeting and working with all of you, seeing as this is my first year with the fair.

My role as the educator liaison is to provide you with any and all information you need to participate in the regional fair. In the following pages, you will find a chart to help you determine which projects need to be pre-reviewed by the SRC and which are exempt from the pre-review process. If your student's project needs to be pre-reviewed, there is a table to help you determine which forms they will need to fill out based on the nature of their experiment. (This process only applies to junior and senior division participants.)

Over the summer, numerous hours were spent updating the fair website. I strongly encourage you to visit the site to read important information about this year's fair. The web address is: www.ipfw.edu/scifair

If you have any questions regarding the eligibility or registration procedures, please do not hesitate to contact me! Again, I look forward to the coming year and wish you luck with your science and engineering fair projects!

Sincerely,
Kimberly Wagner
NEIRSEF Educator Liaison

How Many Students Can a School Send to the Regional Fair?

Grades K—5	5 projects
Grades 6—8	5 projects **
Grade 9 (Junior High only)	3 projects **
Grades 9—12	15 projects **

* Home School students meeting all fair eligibility requirements are also able to participate.

** Only eligible students who conducted their projects in full accordance with the ISEF rules can participate in the Regional Fair.

ALL students who intend to participate at the Regional Fair must register by the appropriate deadline! Becoming eligible (6th—12th grade students) is NOT the same as registering.

**LATE REGISTRATIONS WILL NOT BE ACCEPTED
UNDER ANY CIRCUMSTANCES!**

Eligibility Procedure

Step 1: Educators must affiliate with the fair by filling out the on-line Educator Affiliation Form. It is located at: www.ipfw.edu/scifair/teacher/forms/affiliationform.htm
By filling out this form, you will be entered into our database and will automatically receive updated information as it is sent out.

Step 2: Students (in grades 6-12 only) will need to fill out the on-line Pre-Review Questionnaire (see questions at right) to determine which eligibility route they will take. That form is located at: www.ipfw.edu/scifair/student/forms/prereviewquestionnaire.htm

Step 3A: After filling out the Pre-Review Questionnaire and submitting it, students are then asked to either fill out the Exemption Form or the Pre-Review Cover Sheet. *If your students answer "NO" to all 9 questions on the questionnaire*, they fill out the Pre-Review Exemption Form: www.ipfw.edu/scifair/student/forms/prereviewexemptionform.htm
Print it FIRST, then submit via the web. The printed copy is then mailed to Kim Wagner, NEIRSEF Educator Liaison, so that original signatures are on file.

Step 3B: If you answer "YES" to any one of the questions, the projects must undergo pre-review. The students will then fill out the Pre-Review Cover Sheet: www.ipfw.edu/scifair/student/forms/prereviewcoversheet.htm
Print this form FIRST, then submit via the web. The printed copy is then mailed to Kim Wagner along with the required ISEF project forms. (Copies of the ISEF Rule Book are available on-line at www.sciserv.org/isef/)
DO NOT START YOUR PROJECT UNTIL IT HAS BEEN REVIEWED AND RETURNED TO YOU!

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2005 Regional Science and Engineering Fair Timeline

September	October	November	December	January	February	March	April
EDUCATOR AFFILIATIONS ACCEPTED						Deadline: Thurs., February 17, 2005	
JUNIOR AND SENIOR PROJECT PRE-REVIEW					Deadline: 5 p.m. Fri., January 21, 2005		
JUNIOR AND SENIOR PROJECT EXMEPTION FORMS ACCEPTED						Deadline: 5 p.m. Fri., February 18, 2005	
					Deadline: 5 p.m. Fri., March 4, 2005		JR. / SR. REGISTRATION
					Deadline: 5 p.m. Fri., March 11, 2005		ELEMENTARY REGISTRATION

Pre-Review or Exemption?

Please answer the following questions to determine the eligibility of the project:

1. Will this project make use of humans as research subjects? **YES** or **NO**
2. Will this project place this student/team or any other individuals at risk for harm as they collect data or perform other procedures for this project? **YES** or **NO**
3. Will this project involve live animals in any way? **YES** or **NO**
4. Will this project involve pathogenic or potentially pathogenic agents (for example: bread or other food molds, bacteria, or substances taken from the environment (e.g. dirt, water))? **YES** or **NO**
5. Will this project involve the use of human or animal tissue? **YES** or **NO**
6. Will this project involve or make use of heavy machinery or other hazardous equipment? (e.g. electric or gas-powered tools? Heat generating lamps, ovens, etc.?) **YES** or **NO**
7. Will this project involve the use of hazardous or potentially hazardous materials? (e.g. household or laboratory chemicals, cleaners, combustible/flammable) **YES** or **NO**
8. Will this project involve the use of recombinant DNA? **YES** or **NO**
9. Will this project involve the use of controlled substances? **YES** or **NO**

If you answered "YES" to any of these questions, see the table below.

If you answered "NO" to ALL the questions, please see "Exemption Procedure" on next page.

SRC Pre-Review Required Forms	Form 1A - Research Plan	Research Plan Attachment	Form 1B - Approval Form	Form 1C - Regulated Research Institution	Form 2 - Qualified Scientist Form	Form 3 - Designated Supervisor Form	Form 4 - Human Subjects Form	Form 5A - Vertebrate Animal Form	Form 5B - Vertebrate Animal Form	Form 6 - Human and Vertebrate Animal Tissue	Form 7 - Continuation Projects Form
If you answered "yes" to any of the above questions, <u>the project must be pre-reviewed</u> and approved by the SRC before the student can begin work on the project. This table shows which forms need to be filled out according to the nature of the project. The ISEF rule book and forms can be downloaded from the Science Service website: www.sciserv.org/isef/											
Continuing Project	X	X	X								X
Controlled Substances **	X	X	X	X*	X	X					
Hazardous Substances or Devices	X	X	X	X*		X					
Human and Vertebrate Animal Tissue	X	X	X	X*		X				X	
Human Subjects	X	X	X	X*	X*	X*	X				
Vertebrate Animals (non-regulated site) **	X	X	X	X*	X	X		X			
Vertebrate Animals (regulated research institution)	X	X	X	X	X	X*			X		
Pathogenic and Potentially Pathogenic Agents	X	X	X	X*	X	X*					
Recombinant DNA	X	X	X	X*	X	X					

* - if applicable to research project (see ISEF Rule Book for further details)

** - for projects involving controlled substances or vertebrate animals in a non-regulated research institution, you may be required to have both a designated supervisor and a qualified scientist (see ISEF Rule Book for further details)

MARK YOUR CALENDARS

5 p.m., Friday, January 21, 2005: Deadline to submit 6th–12th grade students' projects for the Pre-Experimentation Review by the NEIRSEF SRC. (*Deadline applies to projects that are being submitted for first or subsequent reviews.*)

5 p.m., Friday, February 18: Deadline to submit SRC Pre-Experimentation Review Exemption Form for 6th–12th grade students' projects that DO NOT require pre-experimentation review. Form is completed on-line, and the hard copy printed, signed, and sent to Fair Director.

5 p.m., Friday, March 4, 2005: Junior and Senior Division (6–12) Registration Deadline for regional fair. (Registration must be completed on-line by students' teachers and the \$10 entry fee received by 5 p.m.)

LATE REGISTRATIONS WILL NOT BE ACCEPTED.

5 p.m., Friday, March 4, 2005: Project paperwork and completed project abstract for junior and senior division (6–12) students coming to the regional fair must be received for Final SRC review.

5 p.m., Friday, March 11, 2005: Elementary Division (K–5) Registration deadline for regional fair. (Registration must be completed on-line by students' teachers and the \$10 entry fee received by 5 p.m.)

LATE REGISTRATIONS WILL NOT BE ACCEPTED.

Saturday, March 19, 2005: 50th Annual Northeast Indiana Regional Science and Engineering Fair, Gates Sports Center, IPFW campus.

NEIRSEF Contact Information

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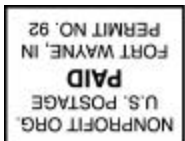
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www.ipfw.edu/scifair



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